

**SCOPE Minutes
September 6, 2000
2:30 p.m., 131 Capitol Annex**

SCOPE met September 6, 2000, in Room 131 of the Capitol Annex.

The following members were present: Ms. Adams, Mr. Baker, Mr. Barrows, Mr. Boswell, Mr. Davies, Mr. Danny Ford, Mr. Ed Ford, Ms. Helm, Mr. Hoover, Mr. Kelly, Ms. Luallen, Ms. Menendez, Ms. Miller, Mr. Moberly, Mr. Neal, Governor Patton, Mr. Ramsey, Mr. Rose, Mr. Richards, Mr. Sanders, Mr. Stivers, Mr. Turner, Ms. Weinberg and Mr. Williams. Members absent: Mr. Hackbart, Mr. Kareem and Mr. Stumbo. Mr. Whitehead chaired the meeting.

The minutes of the November 30, 1999, meeting were approved as presented.

The institutional presidents gave brief presentations.

Eastern Kentucky University – President Robert Kustra and Aaron Thompson, director, Student Success Institute:

Recruitment – 755 new students over the number of new students of previous year. A phone survey of 200 students determined that employment was the primary reason for not returning to campus.

Student Success Institute – took existing student support units, academic advising, academic testing, some orientation, and a variety of other programs, and put them under one umbrella and created a more coordinated effort to assist students. This program strategically focuses on what can be provided to students to be successful. It also takes into consideration factors of why students stay and why they leave; examines existing programs and resources and makes recommendations for uses of future resources; finds ways of getting parents, peers, and the community involved with the success of Eastern's students.

First Step to Success Program – a summer transition program (tutoring, mentoring, one-on-one situations) designed to help students that are the greatest at-risk. Studies showed that students who participated in a program versus those who did not had a 50 percent higher retention rate.

Plus Program – a program designed to provide faculty, staff, and peer mentors to mainly first year students, but also to any student that may need one-on-one assistance.

New Student Days – over 1,400 first year students participated in this program which got students involved with their orientation instructors. An example of this program was assigning specific books and having the author come on campus for lectures.

Early Alert Program – identifies at-risk students early by getting faculty, staff, and other people involved in the success early for students.

KCTCS -- President Michael McCall:

KCTCS is a unified system bringing together two different entities from the Workforce Development Cabinet and the community colleges -- 13 community colleges and 15 technical colleges for a total of 28 colleges. The organizing and streamlining operations is continuing and work with the 16 college districts that have both technical colleges and community colleges in them has begun.

Information technology network – links all 28 institutions (50 campuses) together.

Student information system – students can register anywhere in the state for either the community college or the technical college or both.

KCTCS is in the process of putting together 31 capital construction projects that were provided in both the 1998 and 2000 sessions of the General Assembly.

Kentucky Virtual University – the first on-line AA degree program was implemented -- 650 students registered from Kentucky, across the United States, and from seven different countries across the world.

A strategic plan has been implemented.

An area of great concentration is the consolidation of registration, payroll, and curriculums in the community colleges and the technical colleges.

An internal and an external seamless system have been created. Dual enrollment is now possible. This fall 2,200 students enrolled in both a community college and a technical college. KCTCS is partnering with other higher education institutions to provide opportunities for students that are coming from the middle and secondary schools as well as transferring on to peer institutions of higher education throughout Kentucky.

The Council on Postsecondary Education delegated the authority to the KCTCS board of regents the ability to approve the associate degree program -- 132 new programs have been approved this year.

KCTCS is committed to diversity in hiring and promotion of faculty and bringing diversity of its students.

Kentucky Wins Program – a training program in response to new and existing industries that are creating new jobs. It provides specific job training needed and allows job training to count toward, at some point, one of the degrees that the students can enroll.

KCTCS has received a number of major grants. The KCTCS Foundation was established this past year. KCTCS has received over \$9.8 million in private gifts for colleges and foundations across the state.

KCTCS has received national recognition with articles in the Wall Street Journal, the Chronicle of Higher Education, and the Community College Times.

There was an increase in enrollment for the fall semester. This past year, the Council issued an enrollment projection goal and KCTCS has already exceeded that projection.

Kentucky State University -- President George Reid:

KSU is focused on serving the underserved.

KSU is promoting interdisciplinary multicultural global education.

KSU wants to increase the contact among faculty, alumni, and perspective students to strengthen its recruitment efforts.

KSU wants to admit promising students -- students of high-achieving capability and high potential.

KSU wants to provide the necessary support for students to be successful, to be retained, and to graduate.

KSU has completed a strategic plan called Meeting the Millennium. It is a five-year strategic plan that responds to and moves even beyond Vision 2020.

KSU's number one goal is to clean up financial problems and establish the fiscal integrity of the university.

Renewal and the revival of the teacher education program – The teacher education program was put on probation July 1998. To remove KSU from probation, a faculty member was chosen to re-write the teacher education self-study in a way in which the National Council for the Accreditation of Teacher Education, as

well as the Kentucky Department of Education, would accept it. The infrastructure of the department of teacher education was rebuilt. A new director for the department was hired, the curriculum was rewritten, and the program was made more competitive by raising the standards. On October 6, 2000, the institution will be re-accredited and will be off probation – re-accredited for a five-year period.

In March and April of 2000, KSU passed 18 of 19 standards of the Kentucky Department of Education and the National Council for the Accreditation of Teacher Education. KSU would have passed all 19 but the 19th one was that indicated more faculty were needed -- that division of teacher education will have more faculty for this upcoming year.

Retention program – The Council on Postsecondary Education's figures show that the retention rate for freshmen going to the sophomore year increased by 14 percent. KSU had the highest retention rate of any of the higher education institutions in Kentucky with the exception of one. To increase retention rates, KSU introduced a new freshmen year program which students are compelled to partake. There is an early warning system that not only goes to the students, but also with the students' permission, to their parents.

Supplemental Education or peer tutoring – seniors who have done well in subjects are matched with freshmen.

Morehead State University – President Ronald G. Eaglin:

MoSU will receive full accreditation from the Southern Association of Colleges and Schools in December. MoSU also received four commendations for its self-study report – a tremendous feat.

MoSU established the first P-16 council in eastern Kentucky. The members include all public schools in the 22 counties MoSU serves, all community colleges, technical colleges, all private institutions, two department of education centers, KEDC, and private business. Several important programs have come out of that. One was the decision to have tri-chairs – the president of the community college, the superintendent of the schools, and the president of Morehead State University.

Some actual results from that are a \$2.2 million Gear Up grant proposal in four counties. These counties have to be Title I eligible. Gear Up takes 7th and 8th graders, works with them through graduation, and guarantees them that if they come through that program with special help, special workshops, faculty development, etc., they get a scholarship. MoSU has worked with private industries and approximately \$700,000 has been raised.

MoSU's faculty made a commitment that all general education professors will become exemplary master teachers under the same expectations as the teachers in the public schools. That commitment is significant in an institution that is the fourth largest producer of teachers in this state.

The full implementation and integration of technology into the teaching process -- MoSU is one of the three institutions in the state to get a PT3 grant of \$1.4 million, once matched becomes \$2.8 million. That cooperative grant is to work with the public schools in integrating the full use of technology in the teaching process K-16. A special course is being held on campus to help professors (42 professors including myself) and people in the public schools understand the full use of technology in the teaching process.

The issues of education in eastern Kentucky can only be solved collaboratively and cooperatively and P-16 is the way to go. MoSU welcomes any collaboration with any other institution in the state to make that happen. The Governor was on the right track in putting the Appalachian Commission together in terms of working on problems in that area.

Murray State University -- President Kern Alexander:

MuSU has a goal of accountability which is cost-quality in higher education, retention and access. MuSU has addressed those three issues throughout the year. MuSU reduced its six colleges to five and created interdisciplinary faculties in order to gain efficiencies in the teaching field as well as research.

The telecommunications systems management program, which is a program of excellence, started as a result of the reform legislation in 1997. It is progressing well and is still moving toward the top ten in the country with that program.

Retention efforts – A residential college system was created that is only used at one other public university in the U.S. and at four or five private universities. The residential college system (the university is broken down into several colleges) has had an effect on retention and has allowed retention to gain momentum and MuSU retention is up. MuSU also has an intensive student monitoring system – counseling and mentoring of freshmen and sophomores by upperclassmen has helped retention efforts as well.

Enrollment this year will be at a new high. Currently, the count is 9,050 students, which is the highest ever at Murray State University.

Deferred maintenance – MuSU is rebuilding its infrastructure of the university. The deferred maintenance area is one area where MuSU has made great progress.

Technology – Murray State University is taking the lead with the public schools with various businesses and programs to assist the public schools with technology throughout the state of Kentucky.

MuSU has not only reached the highest point in enrollment, but also the highest point in retention, and MuSU was ranked by *US News & World Report* as being sixth among the top regional public universities of the South.

Northern Kentucky University – President Jim Votruba:

This fall semester NKU achieved 12,000 for the first time in its history in terms of headcount. These numbers exceed the Council's expectations. Also included is a six percent increase in retention from year one to year two; a 15 percent increase in graduate enrollment; a four percent increase in law; a 16 percent increase in African American students; and a 70 percent increase in the number of students enrolled in honors program.

The Center for Integrative Natural Science and Mathematics, NKU's program of distinction, is developing very rapidly and dramatically. It is impacting everything from the recruitment of faculty to the redesign of general education curriculum to the design of the new science facility. The Center builds on a global emphasis on science at the intersection of the disciplines as well as within the disciplines.

As a result of the Regional University Excellence Trust Fund, NKU was allocated \$1.4 million to match against private donor support. All of that money was matched. This current session approved \$2.6 million of support and already half of that is matched and the remainder will be matched by the end of this calendar year. This means four new endowed professorships – the first in the history of this 32-year-old university. It means the first endowed chair, funded at nearly \$2 million, in educational leadership. It allows NKU to be nationally competitive at a time when competition is quite hot for intellectual talent for these various universities. It also means more than \$1 million in private scholarship support which has been matched by the Commonwealth -- making NKU more competitive not only for outstanding faculty but for outstanding students as well.

Benchmark funding – NKU is better off today than prior to the benchmark funding. Prior to this past legislative session, NKU was funded nearly \$2,300 per FTE below the average of the other regional universities. Benchmark funding has helped narrow this gap. One of the consequences is that faculty are paid on average, and this is Council data, across all ranks about \$11,000 less than the competition. Salaries have been a high priority in this benchmarking process and because of SCOPE NKU has been able to make a commitment to never again go out in a national pool in a national recruiting effort for faculty without paying a competitive wage. The benchmark process is far from perfect but NKU continues to support it as the best approach yet devised, to highlight the financial health of Kentucky's universities relative to other similar institutions.

The capital renewal and replacement program – a moratorium was declared on doing anything but classroom renovation. As a result, over 50 percent of 100 classrooms have been refurbished.

The special initiative funds – the Metropolitan Education Training Services unit or METS. METS was a response to a skilled workforce shortage that threatens the continued economic expansion of northern Kentucky, which in turn has implications for every one of the counties in the Commonwealth. METS was created to provide workforce education and training that is employer driven and offered when, where, and how it will best serve the learner. The special initiative funding recommended by the Council and the Governor and approved by the General Assembly makes it possible for NKU to provide an educational facility for the METS initiative; again, rationing up what was initially an investment by the university and two private sector partners. If that is combined with the creation of the Northern KY Community College, the first community college in NKU history, it allows us to combine that effort in a way that workforce education and training will be serviced in a way that would not have been possible under any other circumstances.

University of Kentucky – President Charles T. Wethington, Jr.:

Research Program – Coldstream Research Park. Four new businesses have located in Coldstream during this last year. Two of those grew out of research efforts by the faculty at UK. In addition to those four, the location of the aluminum technology research center is nearing completion. It will be a research and development center for the aluminum industry in the southeast. IBM is locating an office building on the Coldstream Research Park.

Research awards made to the University of Kentucky, to its faculty and staff, went from \$132.2 million to \$165.9 million -- a \$33.7 million increase in one year in awards.

Research challenge trust fund – this ability to match monies for endowed chairs and for professorships, research initiatives, graduate fellowships, and scholarships is a wonderful addition to the ability of the University of Kentucky to raise private monies and to go into the endowment and build for the future.

UK has under construction \$147 million in new facilities. There is some \$39.5 million in state money out of that \$147 million. The rest is all being generated by the University of Kentucky in some other means.

University of Louisville – President John Shumaker:

HB 1 challenged Louisville to have a premiere nationally recognized metropolitan research university. UofL is linking its agenda very closely with that of the community. This effort is being guided by a report that was commissioned by an economic development partnership in 1997 that reported that the future of Louisville's economy and the economy of the Commonwealth depended to a great degree upon the presence of a stronger research university in Louisville.

The growth of UofL's endowment in millions is not just because of a good stock market but also because of a lot of infusion of capital thanks to the Research Challenge Trust Fund.

In 1995, the UofL endowment was only \$183 million. By June 30, 1999, it had risen to \$470.4 million against a 2000 goal of \$500 million. The goal for 2008 will be raised to probably \$750 million to \$1 billion of endowment. Total annual gifts and donations received have been steadily going up.

Federal funding – goal set for 2008 was \$40 million per year, and UofL has already passed \$30 million, if financial aid awards are included. That is money the University of Louisville brings into the state as a result of competition with some of the best universities in the country. Two months into this fiscal year, \$28 million has been raised, the goal set for this year was \$31 million.

Doctoral degree production from has gone from 61 to 140.

Endowed chairs supported by the Research Challenge Trust Fund – in 1995, there were 25 endowed chairs. Today there are 60 on the way to a goal of 75 set in 1997. That goal will be raised upward to about 100 or 120 for the year 2008. Those are endowed chairs of \$1 million or more; professorships of \$500,000 or more.

Undergraduates – composite ACT scores of first-time freshmen are going up. We want them to be at 24.5 by the year 2008. This year, this fall, preliminary analysis shows that they passed 22 for the first time in the university's history on the way to that 24.

Retention rates – 71.4 percent (from this fall from last fall) continues the upward trend with hopes of getting to 78 percent in the year 2007-2008.

Graduation rates – As the nature of the undergraduate student body through relationships with the community college evolves, we have divested ourselves of remedial education and developed a wonderful new program with Jefferson Community College. UofL sent more than 1,000 students to JCC this fall.

Economic development – Before 1996, there were no licenses or patents based upon university research – we have now just surpassed 46.

In 1999, UofL incubated 20 businesses. That number is now up to 39 in 2000. A lot of effort has gone into increasing that incubation activity at the university. Royalties and associated income is about \$257,000.

Performing rigorous quality audits and investments to elevate at least 20 programs to national significance by the year 2008. That means validation by objective third parties nationally. One program that met the criteria in 1995, now seven programs do.

Faculty and staff salary – embarked upon a plan to reallocate \$21 million of the base budget over four years to faculty and staff salaries.

Within two years, an application for an NIH cancer center at the university should be ready -- in the same league as Duke, Johns Hopkins and some of the major cancer centers in the country.

UofL is now a candidate for membership in the Association of Research Libraries. UofL has an application for a Phi Beta Kappa chapter in this fall. And the School of Law is developing very well and should be admitted to the Order of the Coif which is the Phi Beta Kappa of law schools here sometime in the next two to three years.

Western Kentucky University – President Gary Ransdell:

Enrollment and retention – data gathered over the four year period when HB 1 went into effect beginning with the 1998 year, Western's applicant pool has grown from 6,100 to 6,700 – an increase of about 600 or nearly a 10 percent increase. Freshmen class enrollment has grown from 2,257 to 2,647 an increase of 390 or a 17.3 percent increase. Total enrollment, primarily due to new students and retention, has gone from 14,543 to 15,512 this fall an increase of 969 students, a 6.6 percent increase. African American student growth went from 1997 of 928 students to this fall 1,168 – a growth of 25.8 percent total number of 240 additional students over that four-year period.

The incentives created in the endowment match program are very important. That is just now coming into the budgeting system with money appropriated over the summer and the impact of that money will continue as Council stated goals are met between now and 2008.

Programs of distinction – Western has two programs of distinction. One in the applied sciences and one in journalism and communications. The applied research and technology program provides graduate and undergraduate students with faculty mentored, hands-on research experiences which meets the needs of local, regional, state and national constituents. There are 12 centers in the applied science program of

distinction and the College of Science, Technology and Health. There are 834 undergraduate students and 69 graduate students in the applied research and technology program courses.

A direct result of the program of distinction funding relates to research initiatives not necessarily so common at a comprehensive university but one that we are putting great emphasis on in our efforts to boost economic development in south central Kentucky. Faculty in the program of distinction in the sciences has led the effort across the university to increase sponsored research from \$11 million to \$21 million. Since HB 1, over \$4 million of that growth is in the applied science program of distinction.

In May 2000, it was announced that WKU signed a licensing agreement with Science Applications International Corporation for the commercialization of an instrument developed for the detection of explosives. Science Applications International Corporation is the largest employee-owned, high technology research and engineering company in the US providing products and services to government and commercial customers worldwide. Western will receive royalties for each unit that is produced and the production begins this year.

Another program of distinction at Western is the Journalism, Broadcasting, and Communications Program. Staff and students have been nationally acknowledged for achievements in this program. The College Heights Herald, the university newspaper, won the country's two major awards for student newspapers in back-to-back years and the Forensics team is the defending national champions two years running – state and national champions in the national debate competition.

Endowment match program – Western was appropriated \$4.6 million in this past General Assembly in endowment matching money. That money became available to us on July 15 and on July 16, WKU turned in 20 fund agreements to fully claim all of that money. For the next 22 months, we have no endowment match funds with which we can use to achieve matching capacity but we are going to continue to raise money.

The \$4.6 million in private gifts that was generated to meet this matching challenge of this year is part of \$50 million that has been raised since HB 1 toward the \$78 million capital campaign goal which will be surpassed by June 30, 2003. Most of this money is for faculty endowments and for scholarships.

AIKCU – President Gary S. Cox:

The recognition of AIKCU's 19 colleges as a part of this system of postsecondary education is very important. Currently, the system enrolls about 23,000 students in 19 locations across the state making AIKCU one of the largest providers of undergraduate education in the Commonwealth. AIKCU provides those 23,000 student enrollments on a state support base of \$15 million in student financial aid out over a \$1 billion state postsecondary education budget. Independent higher education receives something less than 1.5 percent of the state's commitment to postsecondary education and enrolls about 23,000 students.

The retention/graduation rate is approaching 50 percent based on the Council's statistics looking at retention over a six-year cycle.

The Council set a goal over the next 20 years of increasing statewide undergraduate enrollments by 80,000 students.

AIKCU is matching the state's commitment in student financial aid three or possibly four times by scholarships of own to students on our own campuses.

AIKCU needs to provide opportunities to build relationships with independent higher education. There are basically two sources of revenue -- student tuition and state funds.

AIKCU and the Council have had discussions about a new program Kentuckymentor.org that is a new totally Web-based system. It gives young people an opportunity to look at all institutions, to look at the

majors that are offered, to take virtual tours of campuses, to fill out student financial aid forms on-line, and submit them directly to the U.S. Department of Education.

The process of developing a very in-depth strategic initiative is underway and I would like to reserve the right to come back and talk to you about it.

AIKCU is spending a good deal of time looking at how the core business can be enhanced. The 19 institutions and their faculties and staffs need to fundamentally be serving students and to be in a position to make all of the support services as seamless and as simple and as inexpensive as possible.

We are working on a series of recommendations to take to our presidents to assist them in maintaining small classes, individual attention. Our presidents and faculties know virtually all students by name. That is one of the reasons why the retention rates are so good. We need to come to you with suggestions and recommendations as to how to strengthen that partnership.

The KEES scholarship program is providing a source of revenue for student financial aid -- Seventy-five percent of independent college students in Kentucky receive some form of student financial aid. We package aid with funds raised privately, with discounted tuition, with federal grants, and loans to make higher education available to students. I encourage you to continue to find opportunities to provide funding to students to attend the KCTCS system, the public university system or our system.

A number of our institutions are listed in the *U.S. News & World Report* as outstanding institutions in this country -- Centre, Transylvania, Berea and several others. Bellarmine University is very heavily involved in Louisville providing support in a high tech project. Centre continues to excel in a number of areas particularly in international studies. Georgetown College is connecting liberal education, foreign language, and international business in the development of a new business program. Pikeville College is involved very heavily in the telemedicine program -- doing a lot of work in technology, education for practicing teachers. Campbellsville University is in the process of building and developing a technology center to support business and industry in its area. Lindsey Wilson's enrollment is going out the roof -- very, very important in that area in Kentucky that is not very well served. St. Catharine College is in a very positive cooperative working relationship with the University of Louisville and President Shumaker and the movement of his allied health programs to a new location. Thomas More is very heavily involved cooperatively with Northern Kentucky University and KCTCS in the development of the new community college in northern Kentucky. There is an advisory group and all of those presidents are involved and very active.

Mr. Whitehead continued the discussion on the agenda items with Item C -- the operating budget. The 2000-02 postsecondary education budget as enacted by the General Assembly resulted in a 19.1 percent biennial increase for the system or \$185.7 million in new General Fund dollars. The postsecondary education budget became an issue of substantial public debate among members of the General Assembly during the 2000 session. As a result, the Council believes that a review of the budget process is necessary.

The Council at its July 17, 2000, meeting approved a recommendation requesting SCOPE to create a subcommittee to review the operating budget guidelines used for developing the 2000-2002 budget recommendations. The recommendation specifically indicated that such a review should include the base funding approach using institutional benchmarks as well as the strategic incentive and investment trust fund program. The Council will consider the results of this review as it develops its 2002-04 operating budget guidelines. SCOPE is the appropriate entity to undertake such a review because one of SCOPE's roles under HB 1 is to advise the Council on the general parameters for the development of the postsecondary education budget. In addition, SCOPE is the appropriate forum for the Council and the elected and appointed leadership of the Commonwealth to exchange ideas about the future of postsecondary education in Kentucky.

The SCOPE subcommittee review will be informed by several other activities taking place over the next few months. The Council's Finance Committee will be meeting on an ad-hoc basis during the course of this review. The Finance Committee members are encouraged to attend the SCOPE subcommittee

meetings. Dr. Davies, at his regular monthly meetings with the institutional presidents, will be reviewing these issues as well. The Council staff will be meeting with the institutional Chief Budget Officer group on a regular basis and the work of that group will provide input to the Finance Committee's work as well as that of SCOPE subcommittee. Thus, the subcommittee will have the benefit of work through the Council, through the presidents, and through the Chief Budget Officers of the institutions.

Because SCOPE is such a large entity consisting of members with representatives from four sectors, the House, the Senate, the Executive Branch, and the Council, it has been suggested that a special eight-member subcommittee of SCOPE be created to conduct the 2002 operating budget review be created. It has been suggested that the subcommittee include two members from each of the four sectors and that the Governor, the President of the Senate and the Speaker of the House and Council chair appoint these subcommittee members.

Chair Whitehead appointed Walter Baker and himself to this SCOPE subcommittee. Council staff is to be considered the subcommittee's primary staff and the Council staff will work with the institutional staffs, the LRC staff, and the Governor's Office of Policy & Management staff.

Chair Whitehead indicated that as a result of conversations with various members, it was determined that it might be more useful to have three members representing the four sectors rather than two members. In addition, he specifically asked President Williams and Speaker Richards to identify one minority party member representative from each chamber.

Dr. Davies commented that the Council met in July and the Finance Committee met August 31. The major issues that surfaced during the 2000 legislative session included concerns about the benchmark system, the process by which it was developed and communicated throughout the system, and the question of how the percentile institution, the 55th percentile was chosen.

The presidents have met regularly throughout the summer to discuss these issues. A number of possibilities came forward. Some institutions are deeply skeptical about the very notion of a benchmark system. Some institutions generally support the approach. There are various considerations -- technical and substantive approaches are beginning to be worked out with the institutional finance officers. The Finance Committee will be called into special meetings as needed throughout this fall and early winter to review developments both suggested by the institutional representatives and the presidents and to respond to any requests for assistance from SCOPE.

Mr. Williams questioned the purpose for creating this budget review subcommittee considering that the SCOPE Committee does not meet frequently and that this is the primary subject of importance and that the subcommittee should be more inclusive.

Governor Patton said that this subject that had been discussed and a consensus had been reached that it would be more efficient to begin this process through a smaller committee for the purposes of getting into details.

Ms. Luallen mentioned that key members of leadership had been contacted. The subcommittee would be individuals who would have the time and the commitment to attend longer and more frequent meetings and would be able to get into this issue in more detail. But it was open to discussion about the size of the subcommittee.

Mr. Williams did not want to exclude members of SCOPE that wanted to participate.

Mr. Whitehead stated that everybody would be welcome to participate.

Mr. Richards stated that all decisions would have to come back before the full Committee.

Governor Patton emphasized that all four entities participate would have input.

Ms. Weinberg stated that SCOPE members would be notified of all meetings and would be welcome.

Mr. Whitehead suggested that tentatively monthly meeting dates of October 4, November 1, and December 6 be established.

The meeting adjourned.